

# BRAZIL SCIENTIFIC MOBILITY PROGRAM

## Financial Policies

*August 2013*

# Financial Policies for Brazil Scientific Mobility Program

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## Financial Policies for Brazil Scientific Mobility Program

### A) Brazil Scientific Mobility Program (BSMP) Financial Actions Checklist

The checklist below summarizes important financial-related actions you should take immediately after your arrival in the U.S. An online survey will be sent to you in the first week of September 2013 regarding your completion of the actions below. You will need to complete the online survey and submit by the due date indicated in the survey.

Section	Action	Complete ✓
K	Set up a US bank account	
K	Submit your BSMP Funds Deposit Authorization Agreement Form	
F + G	Confirm your housing meets BSMP guidelines	
H	Confirm your meal plan meets BSMP guidelines	
B	Confirm your U.S. Institution will bill IIE directly	
J	Confirm you are enrolled in the appropriate number of courses/credits	
I	Confirm you have arranged for housing and meals during your U.S. Institution's academic year break periods	
Q	Confirm you understand IIE's financial policies and email procedure	

## Financial Policies for Brazil Scientific Mobility Program

### B) Billing IIE

- 1) In order for IIE to pay any charges on your behalf, IIE needs to be invoiced for your charges. Please have your U.S. Institution, housing provider, meal provider, and insurance provider invoice IIE directly for program-approved charges to [bswbpayment@iie.org](mailto:bswbpayment@iie.org). If the invoice will be sent as a hard copy by ground mail, please advise that the U.S. Institution, housing provider, meal provider, and insurance provider send the invoice to the address below:

*Institute of International Education  
ATTN: BSMP Finance -2<sup>nd</sup> Fl.  
809 United Nations Plaza  
New York, NY 10017-3580*

## Financial Policies for Brazil Scientific Mobility Program

### C) Application Fees and Deposits

- 1) Application fees and housing deposits are **small, one-time fees** that must be paid prior to registration for courses or moving into your housing location. These fees are **NOT** to be confused with charges for tuition, course fees, meal plans, rent, insurance, etc.
- 2) Most U.S. Institutions and housing vendors do not require application fees and housing deposits to be paid up-front, and such fees and deposits will usually be invoiced to IIE. Please find out if your U.S. Institution or housing vendor will invoice IIE for the application fee or deposit **before** contacting IIE for an up-front payment.
- 3) If the application fee or housing deposit cannot be invoiced and must be paid up-front, IIE can pay via **VISA** credit card. **These small, one-time application fees and deposits are the ONLY type of fee IIE will pay via credit card.** All other fees and charges **MUST** be invoiced to IIE and paid via check.
  - a. In order to pay an application fee or deposit, email IIE via [bswbpayment@iie.org](mailto:bswbpayment@iie.org) and provide the website address through which to make the payment, your username and password, and any specific instructions IIE may need to make the payment on your behalf.
  - b. Once you receive a receipt for the payment, save it as a PDF document with the following title "U.S. Institution Name, Date of charge, and Charge amount (\$)" and forward it to [bswbpayment@iie.org](mailto:bswbpayment@iie.org) with the subject line "Receipt".
  - c. Do **NOT** make any payments on your own, unless approved by IIE's Finance team.

## Financial Policies for Brazil Scientific Mobility Program

### D) Travel

- 1) **Luggage**: IIE will **NOT** cover the extra cost of luggage (overweight bags, extra bags, etc.) so be sure to pack the standard number of bags and under the maximum allowable weight. Please check with your airline regarding its luggage policies.
- 2) **Transportation from the Airport to Campus**: IIE will **NOT** cover the cost of your transportation from the airport to your U.S. Institution. You must use your “settling-in” stipend of \$1,300 to cover the cost. Be sure your U.S. Institution does not invoice IIE for this fee.
- 3) **Transportation on Campus**: Your U.S. Institution should offer a transportation service, usually by bus, from your residence hall to your academic buildings where classes are held.
  - a. IIE will not pay for transportation costs to or from classes (for example: subway or bus pass).
  - b. IIE will not pay for transportation costs outside your U.S. Institution campus.

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### E) Early Arrivals

- 1) IIE will not cover your housing, meals, or insurance expenses prior to your program start date, as listed in your Terms of Appointment. You are expected to arrive at your U.S. Institution on your program start date.
- 2) If you arrive before your program start date, you will need to cover your meals, housing, and insurance expenses with your \$1,300 “settling-in” stipend.
- 3) If you are required to arrive at your U.S. Institution for an orientation or specific program prior to the program start date listed in your Terms of Appointment, please contact [bswbpayment@iie.org](mailto:bswbpayment@iie.org) immediately. DO NOT pay any fees, unless instructed via email by IIE.

## Financial Policies for Brazil Scientific Mobility Program

### F) On-Campus Housing

Your on-campus housing selection must be a double-occupancy room (shared room) with shared living accommodations at the standard rate offered by your U.S. Institution. Bathrooms and kitchens should be shared if you are living in a suite-style housing arrangement.

- 1) **Single Rooms:** You are **NOT** permitted to live in a single room unless you fit one the exceptions below:
  - a. There are no double-occupancy, standard rate rooms available at your U.S. Institution, and you are required to live in a single room. (If this is the case, you must provide email proof from your U.S. Institution stating that a single room is the only option available to you.)
  - b. You have an extreme circumstance that requires you to live in a single room and you have received approval from IIE to do so. Please email [nsavot@iie.org](mailto:nsavot@iie.org) if you fit this criterion.

You must receive approval from IIE before you arrange for a single room. As part of its approval process, IIE will determine if you are required to cover any additional cost associated with a single room arrangement. In this case, you are required to pay the additional cost and provide documented proof of payment from your U.S. Institution before IIE is invoiced for housing.

**If you live in a single room and you have not received prior approval from IIE, then YOU ARE FULLY RESPONSIBLE for the difference in cost from a double-occupancy, standard rate room.**

- 2) **Premium (Non-Standard Rate) Housing Arrangements:** If you choose a premium housing option (for example: luxury apartments, duplexes, single bedrooms) that deviates from IIE's standard housing requirements, **YOU** will be responsible for the extra housing charges. **You must pay for the difference in cost from a double-occupancy, standard rate room BEFORE your U.S. Institution invoices IIE.**
- 3) **Maximum Limit for Rent:** There is no maximum limit cost for housing. However, you should be housed in a double-occupancy, standard rate room (unless you meet one of the exceptions noted above). IIE will confirm with your U.S. Institution that your housing accommodations are considered affordable (average price compared to local rent charges), not premium.
- 4) **Moving In:** As noted in your Terms of Appointment, **gap periods and the process of "settling- in" should be covered by the \$1,300 stipend you received at the beginning of the program for this very purpose.** As a reminder, IIE will not cover the cost of family visitors' accommodations. Ask your U.S. Institution to recommend affordable hotel accommodations for your visitors.
- 5) **Household Needs:** Expenses for living supplies (for example: linens, dishes, cleaning products, and toiletries) should be paid using your "settling-in" stipend of \$1,300. IIE will not cover these expenses.
- 6) **Fines or Fees:** IIE will not cover any fines or fees for damage to property, lost keys, lost access cards, lock changes, etc. If you incur these types of fines or fees, you are responsible for paying the expenses.

## Financial Policies for Brazil Scientific Mobility Program

- 7) **Transferring Rooms:** You are not allowed to transfer rooms unless you have an **URGENT** case (for example, a medical condition). Please email [nsavot@iie.org](mailto:nsavot@iie.org) directly for approval. All non-urgent cases without sufficient support will be dismissed.
- a. If you choose to change to a premium housing arrangement and receive approval from IIE, you must pay the difference in the price of the room and show IIE proof of payment before you are allowed to move.
- 8) **Housing Refunds:** If you have your housing or housing deposit paid up front for the academic semester or year and you move away temporarily (for example: you participate in Academic Training or summer coursework in another city), it is your responsibility to seek out a possible refund directly from your U.S. Institution's housing office or from your off-campus housing provider. Any return of housing deposits or other related funds originally paid by IIE should be returned directly to IIE, NOT to the student. The refund should be made payable to the "**Institute of International Education**" and mailed to the address below:

*Institute of International Education  
ATTN: BSMP Finance -2<sup>nd</sup> Fl.  
809 United Nations Plaza  
New York, NY 10017-3580*

## Financial Policies for Brazil Scientific Mobility Program

### G) Off-Campus Housing

- 1) If **on-campus housing is not available**, you may obtain off-campus housing. It is your responsibility to ensure that your off-campus housing adheres to IIE's housing policies (*Section G-2 to G-10* below) prior to entering into a contract/lease agreement with an off-campus housing provider.

Housing contracts/lease agreements are binding, legal documents that obligate you to pay the costs detailed in the document. IIE will not cover these costs if they do not adhere to IIE's housing policies or you fail to complete the steps below prior to entering into a housing contract/lease agreement:

- a. Request that your U.S. Institution advisor office send an email to [bswbpayment@iie.org](mailto:bswbpayment@iie.org) stating that on-campus housing is not available to you.
- b. Find off-campus housing that is fully furnished (for example: desk, desk chair, bed, and living room couch should be included). Your U.S. Institution and fellow classmates may be good resources for starting your housing search. Please note that **IIE will NOT cover broker fees** or any other fees related to your search for off-campus housing.
- c. Review IIE's off-campus housing policies carefully, and provide a copy of the policies to the housing provider you would like to rent off-campus accommodations from. IIE also recommends you ask your U.S. Institution advisor to review IIE's housing policies and draft contract/lease agreement to help you identify of any potential issues.
- d. You and the housing provider must send separate emails to [bswbpayment@iie.org](mailto:bswbpayment@iie.org) stating that your off-campus housing arrangement will adhere to IIE's housing policies. If the housing provider requires proof of financial sponsorship, please request it in your email.
- e. Once IIE has received verification emails from you and the housing provider, IIE will issue (if needed) a "Lease Side Letter". This letter serves in place of a financial guarantor form.

Once these five steps are complete, you may enter into a contract/lease agreement with the housing provider.

- 2) **Lease Agreements: Do not sign any leases without first following the steps above.** IIE will cover all housing deposits, utilities, and rent as required by the housing provider (rental agency or property management agency) and approved in advance by IIE.
  - a. It is important that the housing provider can invoice IIE **per term or calendar year**. IIE will not make monthly rent payments. Please have the housing provider send IIE a billing statement for the term or calendar year (based on the timeframe of your lease agreement).
    - i. Inform the housing provider that **the lease agreement will be signed by you (the student), not IIE**. IIE's legal department can provide a legal document, the "Lease Side Letter", as a substitute for signing the lease. The Lease Side Letter states that IIE will pay rent, utilities, deposits, and application fees on behalf of a student.
    - ii. IIE will **NOT** cover Renter's Insurance.

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- b. **Utilities and Internet Service:** It is important that the housing arrangement you choose includes utilities and internet. **IIE will not make monthly utility and internet service payments.** Please request that the housing provider include these charges in its rental invoice.
- 3) **Single Rooms:** You are NOT permitted to live in a single room unless you fit one the exceptions below:
  - a. There are no double-occupancy, standard rate rooms available from the housing provider, and you are required to live in a single room. (If this is the case, you must provide email proof from your housing provider stating that a single room is the only option available to you.)
  - b. You have an extreme circumstance that requires you to live in a single room and you have received approval from IIE to do so. Please email [nsavot@iie.org](mailto:nsavot@iie.org) if you fit this criterion.

You must receive approval from IIE before you arrange for a single room. As part of its approval process, IIE will determine if you are required to cover any additional cost associated with a single room arrangement. In this case, you are required to pay the additional cost and provide documented proof of payment from your housing provider before IIE is invoiced for housing.

**If you live in a single room and you have not received prior approval from IIE, then YOU ARE FULLY RESPONSIBLE for the difference in cost from a double-occupancy, standard rate room.**

- 4) **Premium (Non-Standard Rate) Housing Arrangements:** If you choose a premium housing option (for example: luxury apartments, duplexes, single bedrooms) that deviates from IIE's standard housing requirements, YOU will be responsible for the extra housing charges. You must pay for the difference in cost from a double-occupancy, standard rate room BEFORE your housing vendor invoices IIE.
- 5) **Maximum Limit for Rent:** There is no maximum limit cost for housing. However, you should be housed in a double-occupancy, standard rate room (unless you meet one of the exceptions noted above). IIE will confirm with your housing provider that your housing accommodations are considered affordable (average price compared to local rent charges), not premium.
- 6) **Moving In:** As noted in your Terms of Appointment, gap periods and the process of "settling-in" should be covered by the \$1,300 stipend you received at the beginning of the program for this very purpose. As a reminder, IIE will not cover the cost of family visitors' accommodations. Ask your U.S. Institution to recommend affordable hotel accommodations for your visitors.
- 7) **Household Needs:** Expenses for living supplies (for example: linens, dishes, cleaning products, and toiletries) should be paid using your "settling-in" stipend of \$1,300. IIE will not cover these expenses.
- 8) **Fines or Fees:** IIE will not cover any fines or fees for damage to property, lost keys, lost access cards, lock changes, etc. If you incur these types of fines or fees, you are responsible for paying the expenses.

## Financial Policies for Brazil Scientific Mobility Program

- 9) **Transferring Rooms:** You are not allowed to transfer rooms unless you have an **URGENT** case (for example, a medical condition). Please email [nsavot@iie.org](mailto:nsavot@iie.org) directly for approval. All non-urgent cases without sufficient support will be dismissed.
- a. If you choose to change to a premium housing arrangement and receive approval from IIE, you must pay the difference in the price of the room and show IIE proof of payment before you are allowed to move.
- 10) **Housing Refunds:** If you have your housing or housing deposit paid up front for the academic semester or year and you move away temporarily (for example: you participate in Academic Training or summer coursework in another city), it is your responsibility to seek out a possible refund directly from your housing provider. Any return of housing deposits or other funds originally paid by IIE should be returned directly to IIE, NOT to the student. The refund should be made payable to the “Institute of International Education” and mailed to the address below:

*Institute of International Education  
ATTN: BSMP Finance -2<sup>nd</sup> Fl.  
809 United Nations Plaza  
New York, NY 10017-3580*

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### H) Meals

- 1) **Meal Plan:** You should select the option that provides **21 meals/week**. If this is not an option, you are approved to purchase extra dining points along with the available meal plan to ensure a total of 21 meals/week. If there are no options to combine a meal plan and dining points to receive 21 meals/week, you can choose the unlimited meal plan, if your U.S. Institution offers it.
- 2) **Meal Plan Payment:** IIE **CANNOT** pay for meal plans with a credit card or electronic check. Please request that dining services send an invoice to IIE for your meal plan (preferably included with your academic charges).
  - a. **Please note:** Meal plans consisting of campus cash only are **not** permitted. Campus cash will be covered by IIE only to supplement meal plans that do not meet the 21 meals/week (or equivalent in dining points) requirement. You must contact IIE prior to adding dining points (or campus cash) to your account. **Failure to follow this procedure may render you fully liable for the additional charges.**
- 3) **Additional Meals:** If your U.S. Institution does not provide a meal plan that can meet the 21 meals/week (or equivalent) requirement, you must inform IIE, at [bswbpayment@iie.org](mailto:bswbpayment@iie.org), immediately so that the proper adjustments can be made to ensure you will have enough meals during the semester.
  - a. **Please note:** IIE will not provide you with additional funds for your meal plan account as the semester concludes. You must budget your meals carefully. The only time that IIE will adjust your meal plan is during the **first 30 days of your program start date, as stated on your Terms of Agreement**. You are responsible for choosing a proper meal plan and contacting IIE during the first 30 days if the available meal plan options cannot provide you with 21 meals/week for the semester.
- 4) **Unspent Dining Points or Remaining Balance on Meal Plans:** The primary purpose of the meal plan (and approved dining points) is to provide you with meals. Any unspent meal plan funds must be refunded directly to IIE.
- 5) **Meal Plan for Off-Campus Residents:** If you are living off-campus, you must enroll in an on-campus meal plan. IIE understands that living off-campus and eating on-campus might be difficult, but at this time **meal/grocery stipends are not provided**.
- 6) **Food Allergies:** If you have food allergies, you will need a U.S. physician's note stating that you have food allergies. Once you have provided your physician's note to IIE, as an attachment by email to [nsavot@iie.org](mailto:nsavot@iie.org) and have received approval, you can have your U.S. Institution invoice IIE for a specialized meal plan that accommodates your specific dietary needs.

## Financial Policies for Brazil Scientific Mobility Program

### I) Term Breaks

- 1) Most U.S. Institutions have extended breaks (winter/spring) that can last several weeks and may require you to make alternate housing and food arrangements. You should seek guidance from your U.S. Institution's international student services office to make appropriate plans. Please note that it is your responsibility to pre-arrange housing and meals, and email [bswbpayment@iie.org](mailto:bswbpayment@iie.org) regarding your arrangements, at least two week prior to the start of the term break.
- 2) Stipends during the break periods, if any, are determined in concordance with CAPES/CNPq and may vary by semester and cohort. These stipend amounts are determined by many factors. You will be informed of these amounts and procedures at the appropriate time.
- 3) It is important that you **carefully budget** your settling-in stipend (\$1,300) and monthly stipends, in case additional funding is not provided for break periods.
- 4) At this time, CAPES/CNPq has determined that spring break stipends will **NOT** be issued. Please seek guidance from your U.S. Institution advisor in order to make appropriate arrangements and budget the stipend amounts you do receive carefully.

## Financial Policies for Brazil Scientific Mobility Program

### J) Enrollment, Tuition, and Fees

- 1) **Maximum/Minimum Number of Credits:** You must take enough credits to ensure that you are a **full-time student**. For many U.S. Institutions, this means 12 to 18 credits. You are only approved to enroll in more than 12 credits (or the minimum number of credits to be considered full-time) if the following conditions are met:
  - a. There are no additional tuition costs (for example, 12 credits costs \$10,000.00, and 17 credits cost \$10,000.00 as well).
  - b. You have prior approval from [nsavot@iie.org](mailto:nsavot@iie.org) (please save the approval email).
- 2) **Additional Course Fees:** IIE will only pay for additional course fees if the course is related to your major/field of study. If you are taking a course that requires additional course fees and is **not related** to your major/field of study, IIE will not pay for these fees. You are responsible for the cost of these fees, or you must choose another course to take. IIE will **not** pay for books or course supplies.
- 3) **Dropped Courses:** Please choose your courses carefully and speak to your advisor prior to enrolling in courses. You are only allowed to drop courses during the add/drop period and if there are no additional costs associated with dropping a course. Please consult with your U.S. Institution advisor for more details about this process.
  - a. If you drop a course and there are additional costs as a result, you must follow the directions below in order for IIE to cover the costs. If you do not follow these directions, you will be **fully responsible** for these costs.
    - i. You must obtain email proof from your U.S. Institution advisor that you were approved to take the course.
    - ii. You must email [nsavot@iie.org](mailto:nsavot@iie.org) to receive approval from IIE before dropping the course.
    - iii. You must forward (i) the U.S. Institution advisor's email AND (ii) the approval from [nsavot@iie.org](mailto:nsavot@iie.org) as two attachments in your email to [bswbpayment@iie.org](mailto:bswbpayment@iie.org) for processing.
- 4) **Transcript Fees:** IIE will not pay for transcript fees. You are responsible for the costs of transcripts.

## Financial Policies for Brazil Scientific Mobility Program

### K) Academic Year Stipends

- 1) **CAPES/CNPq-Issued stipends:** As part of your scholarship, you receive the following funds directly from CAPES/CNPq:
  - a) Books and supplies: One time stipend of \$1,000.
  - b) Round-trip airfare: Fully covered.
  - c) “Settling-in” stipend: One time stipend of \$1,300.
  - d) Monthly stipend: \$300 (higher if CAPES/CNPq deems your U.S. Institution is located in a “high-cost city”; see **Section F-1** for additional details).
    - i. Monthly stipends provided directly to you from CAPES/CNPq are meant to **assist** you with covering expenses other than those specifically specified in your Terms of Appointment. Examples include health insurance co-payments, deductibles or co-insurance; additional housing or dietary needs beyond what your scholarship provides; transportation; and other personal expenses related to traveling during breaks, and the purchase of electronics, clothing, and personal incidental items. You should plan on bringing any personal funds available to you so that you can adequately cover additional personal expenses. **It is essential that you carefully budget your BSMP monthly stipends and one-time program allowances, as well as any personal funds available to you, throughout your program.**
- 2) **High-Cost City Stipends:** Please note that IIE does not administer the “high-cost city stipend” at this time. IIE provides CAPES/CNPq with a list of students’ locations, and students then receive the high-cost city stipend from CAPES/CNPq directly. Students must consult their CAPES/CNPq technician if they have any questions or concerns about the cities designated to be high-cost and the issuance of this stipend. If you move from a “high-cost city” to a “non-high-cost city”, you may need to refund CAPES/CNPq all or a portion of the high-cost city stipend you receive. This process is managed at the discretion of CAPES/CNPq. If you are unsure what is considered a “high-cost city,” please refer to: <http://www.CAPES/CNPq.gov.br/images/stories/download/legislacao/Portaria174-6dez2012-PagamentoBolsas.pdf>
- 3) **IIE-Issued stipends:** As part of your scholarship, you receive the following funds directly from IIE.
  - a) Winter break stipend of \$1,300 for students continuing from the fall semester to the spring semester. Additional details are provided by IIE shortly before the winter break period.
  - b) Academic Training stipends during the summer. *Section K: Academic Training Stipends* provides an overview of this stipend. Additional details are provided by IIE each February.
- 4) **Receiving stipends from IIE:** In order to receive stipends from IIE, you must submit a *BSMP Funds Deposit Authorization Agreement* form.
  - a) Within 30 days of your arrival to the U.S., you must open a U.S. bank account.
  - b) Complete the [BSMP Funds Deposit Authorization Agreement Form](#) and send to [bswbpayment@iie.org](mailto:bswbpayment@iie.org).

## Financial Policies for Brazil Scientific Mobility Program

- c) You must include a copy of a voided check in order for your form to be processed.
- d) Completion of the [BSMP Funds Deposit Authorization Agreement Form](#) is mandatory to receive stipends from IIE. **If you do not submit the form, you will not receive a stipend.**
- e) IIE only issues stipend payments twice a month.

## Financial Policies for Brazil Scientific Mobility Program

### L) Academic Training Stipends

1) Detailed information about the Academic Training program, policies, and procedures are available on the Academic Training webpage:

<http://www.iie.org/Programs/Brazil-Scientific-Mobility/Current-Students/Academic-Training>

2) **Stipend Amount:** The stipend amount you receive for Academic Training is based on the information you provide on the “[Request for Academic Training Approval](#)” form to [brazilat@iie.org](mailto:brazilat@iie.org). The chart below details the portion you receive from IIE and the portion you receive from CAPES/CNPq.

IIE Providing AT Stipends To Cover (see below)	CAPES (\$)	IIE (\$)	Total You should have Received (\$)
Housing & Meals	300.00*	570.00	870.00
Housing	300.00*	270.00	570.00
Meals	300.00*	270.00	570.00
N/A- Institution providing housing and meals	300.00*	0.00	300.00
* Please note this figure does not include the "high-cost city" stipend			

In addition to the monthly stipends mentioned above, which should be applied primarily towards housing and meals for the summer, you also may receive the following stipends **if you qualify** (based on the information you provide on the *Request for Academic Training form*):

- a. \$1,320.00 “settling-in” stipend (one-time)
- b. \$400.00 travel stipend (one-time)

## Financial Policies for Brazil Scientific Mobility Program

### M) Reimbursements

- 1) Do not make **any** payments without approval from IIE's Finance team. If you make payments without approval from IIE, **you will not be reimbursed**.
  - a. This includes housing deposits, application fees, course fees, etc.
  
- 2) Before you make any payments, please contact IIE first. Reimbursements to students are permitted **ONLY for expenses approved in advance by IIE**. If your reimbursement request is approved, you will be asked to complete a reimbursement form with a scanned receipt showing proof of the payment amount.

## Financial Policies for Brazil Scientific Mobility Program

### N) Health Insurance

- 1) If you have any questions about your U.S. Institution's health insurance plan, or the health care available to you, you should contact your U.S. Institution's health center/student services office. If your U.S. Institution's health center/student services office cannot assist you, please visit the link below:  
<http://www.iie.org/Programs/Brazil-Scientific-Mobility/Current-Students/Health-Insurance>
- 2) Your scholarship only covers the cost of an **ANNUAL** health insurance premium. Please review the insurance guidelines provided to you by your U.S. Institution to understand the details of the insurance. **IIE does NOT cover** copays, deductibles, prescriptions, vaccinations, emergency hospital visits, or dental bills. You have stipends, such as your monthly stipend, to cover such expenses. We recommend that you visit your U.S. Institution's health center/student services office to learn more about your insurance coverage.
- 3) Should you still have questions, please contact the BSMP Insurance team at [BSWBinsurance@iie.org](mailto:BSWBinsurance@iie.org).

## Financial Policies for Brazil Scientific Mobility Program

### O) Pre-Academic (Intensive English) Students

#### 1) Summer 2013 Intensive English Students

- a. For all questions and concerns regarding the Summer 2013 Pre-Academic program (Intensive English program), please email [brazilpreac@iie.org](mailto:brazilpreac@iie.org).
- b. You can find more information on the webpage below:  
<http://www.iie.org/Programs/Brazil-Scientific-Mobility/Current-Students/Intensive%20English>

#### 2) Fall 2013 Intensive English Students

- a. For all questions and concerns regarding the Fall 2013 Pre-Academic program (Intensive English program), please email [brazilenglishpayment@iie.org](mailto:brazilenglishpayment@iie.org).

## Financial Policies for Brazil Scientific Mobility Program

### P) Reimbursements to IIE

In rare cases, you may need to reimburse IIE (for example: you receive a meal plan or housing-related reimbursement from your U.S. Institution or a stipend over-payment). The reimbursement should be provided by check, made payable to the “Institute of International Education”, and mailed to the address below:

*Institute of International Education  
ATTN: BSMP Finance -2<sup>nd</sup> Fl.  
809 United Nations Plaza  
New York, NY 10017-3580*

The instructions below summarize the steps for writing a reimbursement check to IIE.

The image shows a check form with the following fields and callouts:

- 1: DATE
- 2: PAY TO THE ORDER OF
- 3: Amount in dollars (indicated by a \$ symbol and a box)
- 4: Amount in English words (indicated by a line and the word DOLLARS)
- 5: FOR
- 6: Personal signature

The check is from CODY SAMPSON, 14 Beacon Lane, Larchmont, WA 54211. The routing number is |:12428896|:6545898434||3266. The check number is 0102.

How to write a check for reimbursement to Institute of International Education.

1. The current date. (Month/Date/Year)
2. Write: *Institute of International Education*
3. Amount you will pay back. (ex. \$300.00)
4. Amount in English words (Three hundred Dollars)
5. IIE ID# (ex. 15130001)
6. Personal signature.

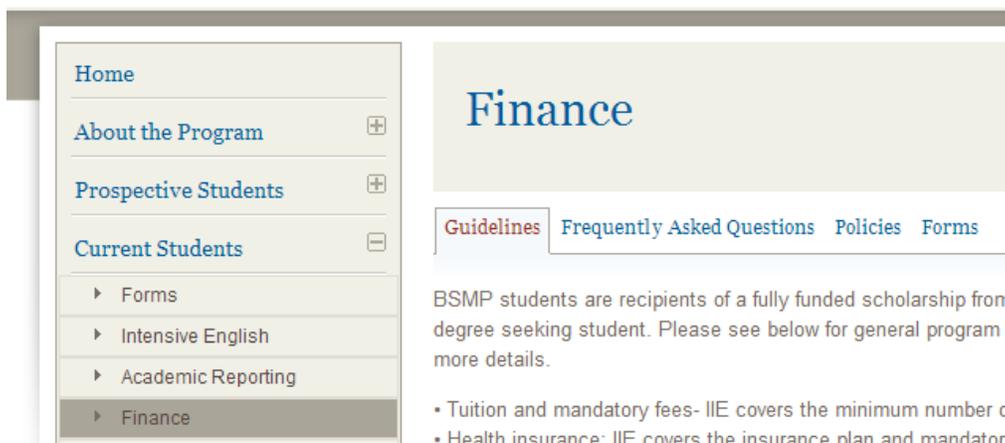
The numbers each indicate what must be written into each blank line on your personal checks. If you are unsure, please consult your on campus advisors for assistance.

## Financial Policies for Brazil Scientific Mobility Program

### Q) Contacting IIE

This financial policy document and the Finance section of IIE's BSMP website provide the most current information regarding financial policies, procedures, and FAQs. Please consult this policy document and the website prior to contacting IIE regarding financial-related questions.

<http://www.iie.org/Programs/Brazil-Scientific-Mobility/Current-Students/Finance>



If these resources not address your questions, please follow the email instructions below. Failure to follow these instructions will delay IIE's review of and response to your email.

- 1) Send all financial-related emails to [bswbpayment@iie.org](mailto:bswbpayment@iie.org).
- 2) Please select an appropriate subject line from the options below.
  - a. **App Fees** should be used for questions about application fees; provide a link to the payment website and your login information in the body of your email if IIE must process a payment on your behalf.
  - b. **Spring Tuition**, **Summer Tuition**, **Fall Tuition**, or **Winter Tuition** should be used for a term-specific tuition payment question.
  - c. **Financial Guarantee** should be used if your U.S. Institution or housing provider requires a financial guarantee.
  - d. **Housing** should be used if you have general questions about housing (unrelated to a financial guarantee) or need a *Lease Side Letter*.
  - e. **Meal** should be used if you have a question about meal plans.
  - f. **Reimbursement** should be used if you are sending a receipt of payment for an IIE-approved expense or if you have questions about a reimbursement or electronic funds transfer.

## Financial Policies for Brazil Scientific Mobility Program

g. **Stipend** should be used if you have questions regarding IIE stipend payments.

h. *Note: All health insurance questions should be directed to [BSWBinsurance@iie.org](mailto:BSWBinsurance@iie.org).*

3) In the body of your email, please provide your information in the format below:

**Name:**

**IIE ID Number:**

**Current U.S. Institution:**

**Current U.S. Institution ID Number:**

**Call/Chamada:**

**Question/reason for your email:** Please keep your email brief and to the point